

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Meredith Public Library

Project # 1910-45

Tel: Fax:

Owner, Architect, Contractor Meeting 67

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/22/2021	08:30 AM	09:30 AM	9/29/2021	08:30 AM	Brian Gehris	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Construction Job Meeting	Zoom Conference Call	Zoom Conference Call	

Attended By

Milestone Engineering & Construction - Brian Gehris
Milestone Engineering & Construction - Ernie Briggs
Bruss Project Management - Michael Bruss
Meredith Public Library - Betty Strader
Meredith Public Library - Erin Apostolos
Meredith Public Library - Jonathan James
Meredith Public Library - Paul Eldridge
Meredith Public Library - Ed Touhey
Lavallee Brensinger - Eric Leblanc

Non-Attendees

Milestone Engineering & Construction - David Baer
Meredith Public Library - Chris Leland
Meredith Public Library - Ann Butler
Lavallee Brensinger - Chris Drobat

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business

Schedule

001-001	9/22/2021:	-Electrical rough-ongoing -Mechanical rough -HVAC - hang ductwork- ongoing -Sprinkler-ongoing -Plaster patch-ongoing in historic -Hardwood floors-d one -Steel rail pending -Granite Steps-pending/Tasker Coordinating -Site patio work- ongoing -GSG- glass track- installed. Glass pending -Drill rig- ledge- done -Paint start- pending -Site drainage -Lighting Bollard- installed -Retaining wall block- next week -Drywall- finish ongoing		In Progress			No
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Submittal Log

001-002	9/22/2021:	No new items		In Progress			No
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RFI Log

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Old Business							
001-003	9/22/2021:	None		In Progress			No
PCO Log							
001-004	9/22/2021:	PCO#65- RFI 108 returned for pricing.		In Progress			No
Locks							
055-004	8/4/2021:	Due in this week. Pending response.		In Progress			No
	8/11/2021:	Ongoing. Waiting on Lang					
	8/18/2021:	New cyclinder pending					
	8/25/2021:	Ongoing					
	9/1/2021:	Ongoing					
	9/8/2021:	Ongoing- Chasing Lang					
	9/15/2021:	Ongoing					
	9/22/2021:	On-going. Pending response from Lang.					
Geneology Lighting							
057-002	8/4/2021:	On-going. Re-use what was ordered. Coordinate with simple fixtures on slope. Eyeball type.		In Progress			No
	8/11/2021:	Updated/discussed.					
	8/18/2021:	Pricing pending					
	8/25/2021:	Lighting priced - ongoing					
	9/1/2021:	Tied into overall review with ceilings and mechanical unit layout.					
	9/8/2021:	LBPA \$55 VED sketch. Lowered ceiling proposed. Swap out a FCU being discussed/ reviewed.					
	9/15/2021:	Ongoing. Pricing. Waiting on spn.					
	9/22/2021:	Updates on FCU location relocated to wall mount on side wall. Approved.					
Patio Retaining Wall Blocks							
062-002	8/18/2021:	Lead time concerns discussed. Committee noted to stay with victorian and push forward		In Progress			No
	8/25/2021:	Ongoing - Mid Sept. delivery pending					
	9/1/2021:	Ongoing. Pending Ambrose start date					
	9/8/2021:	Ongoing. Delivery pending.					
	9/15/2021:	On-going. Mid to late Sept.					
	9/22/2021:	Due next week					
Yellow Walkway Approved							

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065-001	9/8/2021:	MEC to process C.O. / Layout and steel rails to be coordinated.		Closed			No
	9/15/2021:	Ongoing					
	9/22/2021:	Approved. C.O's processed (CLOSED)					
Front Granite Stair Rails							
065-002	9/8/2021:	Library committee asked about credit rail budget and allow local artist furnish and install rails.		In Progress			No
	9/15/2021:	Credit presented of \$3,850.00 for original handrail.					
	9/22/2021:	On-going					
Ledge at Patio / Ramp Area							
065-003	9/8/2021:	Ledge is in way of patio and drainage. Options on elevation to be adjusted and pipe size to help with elevation. Being reviewed on site.		In Progress			No
	9/15/2021:	Hammer and drill rig being					
	9/22/2021:	Work done. Costs to be updated on POC log once finalized from Ambrose					
Site Stair Rail Configuration							
066-001	9/15/2021:	CSK-12 to be updated to finalize.		In Progress			No
	9/22/2021:	Updated sketch. SKA-4 issued. To be updated with stair rails.					
New Door 104							
066-002	9/15/2021:	Replacement 3-0 x 6-8 solid wood door wanted w/ 1/2 lite glass. LBPA to review.		In Progress			No
	9/22/2021:	(1) Existing door found. No window in existing. To be reviewed.					
Honor Roll Relocation							
066-003	9/15/2021:	Trustees approved to old foundation location. MEC to coordinate.		In Progress			No
	9/22/2021:	Temp relocated. Final reset pending.					
Existing Shelving Layout at Teen Room							
066-004	9/15/2021:	Erin requested layout to confirm all work with operations and MEP's.		In Progress			No
	9/22/2021:	Eric to review with Erin after meeting.					
Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Wood Trim at glass Track							
067-001	9/22/2021:	Ernie noted details with trim dimensions to work with soffit and eliminate small trim behind floor channel. All approved.		In Progress			No

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New Business							
Adding Shrubs/Dead Tree at Neighbor House							
067-002		9/22/2021: Micha/Erin discussed. No new scope for project. Work to follow new patio/wall construction		In Progress			No
Hot Water Heater at Maker Space							
067-003		9/22/2021: MEC noted this has the same type of H.W. heater at children's units. P&S asked if this unit should be swapped out prior to install.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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